



## MICROSITE GUIDANCE

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### Background

Implementation of the HIPPy Model is based on the general expectation of starting with approximately 60 families, 4 home visitors, and a full-time coordinator. In the second and third years of implementation, a program is expected to grow by 4 home visitors each year. This would result in a program with 1 full-time coordinator, 12 part-time home visitors, and 180 families served. **This leads to the lowest cost per child and the greatest return on investment.** Once a program exceeds 180 children served, the agency is required to add a second coordinator or assistant coordinator.

### Variation

On the occasion where geography, community need, or low population density results in a smaller size program, it is understood that a full-time coordinator may be cost-prohibitive. In these cases, a program can operate as a "micro-site".

A small program takes the same amount of time for weekly staff training (approximately 30 minutes of preparation time for each level of curriculum, plus 1.5 hours role play training of home visitors per curriculum provided to families, ie LL, Y1, and Y2 take approximately 1.5 hours of prep and 4.5 hours of home visitor training each week.) Administrative and supervisory tasks such as overseeing and reviewing data collection, reporting to funders and other stakeholders, reviewing timesheets/mileage, weekly staff meetings, and more, are still required, and only somewhat reduced with a smaller staff. Therefore, the only time-saving in having a microsite is in the recruiting, 1:1 supervision, home visit observations, and possibly resources and referrals.

It is therefore expected that a microprogram can operate with a part-time FTE coordinator (minimum 25 hours per week), up to 3 part-time home visitors, together serving up to 45 families, or 2 full-time home visitors serving up to 40 families. Once this threshold is passed, the program would be required to increase to a full-time coordinator.